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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.



Reserve

LIVESTOCK BRANCH
Memorandum No. 1

March 23, 1942

To: Divisions of the LIVESTOCK BRANCH
From: H. E. Reed, Chief, LIVESTOCK BRANCH
Subject: Establishment and Functions of the Divisions and the
Office Services Section of the Livestock Branch

The establishment of the Livestock Branch of the Agricultural Marketing Administration on March 10, 1942, was announced in Administrator's Memorandum No. 2, and to the Livestock Branch were delegated the following functions:

To plan programs designed to encourage the exportation and domestic consumption of livestock, meats, wool, fats and oils, by developing new and expanded markets and uses; to develop the necessary purchase programs for these products, fish and fish oils; to administer the marketing agreement and diversion programs for peanuts; to cooperate with producers and processors in the development of improved marketing practices and marketing agreements; to formulate standards; to conduct a meat grading and market news service at the principal wholesale markets and meat consuming centers of the United States; to administer the Insecticide Act of 1910; to administer the Packers and Stock Raisers Act; to compile information on the production and processing of livestock and to conduct research on the marketing of livestock products.

Four Divisions are hereby established to perform the functions outlined below:

Market Operations Division

To plan purchase programs for meats, lard, oilseeds, and fish, and to advise on the marketing of these commodities for lend-lease, price support, and marketing programs for the maintenance of marketing facilities; to cooperate with producers and processors in the development of marketing agreements; to administer the marketing agreement and diversion programs for peanuts; to plan programs designed to encourage the exportation and domestic consumption of certain meat products, fats, and oils and to develop new and expanded uses.

Market News and Grading Division

To compile and issue reports and periodic summaries of prices and market conditions for livestock, meats and wool; to formulate and demonstrate standards for livestock and livestock products, and to conduct the Federal meat grading service.

Packers and Stockyards Division

To administer the Packers and Stockyards Act, including investigation of packer practices and general supervision of the operations of stockyards, market agencies, dealers, and licensees engaged in interstate commerce, investigation of complaints of unfair trade practices and unreasonable rates, auditing of books and records, accumulation of evidence regarding violations of the Act, and the institution of formal proceedings leading to the issuance of appropriate orders with respect to trade practices, stockyard services, and rates charged for services.

Insecticide Division

To administer the Insecticide and Fungicide Act of 1910, including the collection, analysis, and testing of insecticides and fungicides subject to provisions of the Act, accumulation of evidence regarding misbranding or adulteration, citation of shippers to hearing in cases of apparent violation, and the institution of seizure of the goods or criminal proceedings against violators, or both.

There is also established an Office Services Section to handle the following functions:

de of between the operating
Back Branch and the Personnel, Budget and
ive Services, and Audit Divisions of the
ate budget, personnel, files, communications,
ipment requirements; and to be generally
of internal management.

H. E. Reed

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

Reserve

LIVESTOCK BRANCH
Memorandum No. 2

March 30, 1942

To: Divisions of the LIVESTOCK BRANCH
From: H. E. Reed, Chief, LIVESTOCK BRANCH
Subject: Personnel Assignments

Personnel assignments pursuant to the outline of organization and functions contained in Livestock Branch Memorandum No. 1 are as follows:

Market Operations Division - Preston Richards, In Charge

Market News and Grading Division - W. O. Fraser, In Charge

Packers and Stockyards Division - F. W. Miller, In Charge

Insecticide Division - C. C. McDonnell, In Charge

Office Services Section - R. D. Conklin, In Charge

The following employees transferred to the Livestock Branch from the Marketing Division of the Surplus Marketing Administration are assigned to the Market Operations Division:

Washington:

D. R. Bishop
Pauline M. Brown
A. M. Dickson
H. T. Garringer
O. B. Gilliland
W. A. Gwaltney
Helen L. Huseman
Dorothy S. Lund
Mary B. Marshall
Harriet L. Merman

Field:

M. T. Morgan	Wm. Blosson, Jr.
Angela G. Myers	H. P. Crum
Birdie T. Nall	H. F. Kindig
T. Norman	L. P. McGarrey
D. S. Payne	E. F. Middleton
D. M. Pettus	R. T. Mumma
I. T. Quinn	
Mary N. Smith	
C. Z. Willis	
Myrtle A. Young	

Heard

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING ADMINISTRATION
Washington, D. C.

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LIVESTOCK BRANCH
Memorandum No. 3

April 4, 1942

To: Divisions of the LIVESTOCK BRANCH

From: R. D. Conklin, In Charge, Office Services Section

Subject: Use of Organization Name

Copies of Operational Instructions No. 1 dated March 10, 1942 regarding the use of the organization name have been mailed to all field offices of the Livestock Branch. This memorandum is for the most part self-explanatory. The following instructions deal specifically with telephone directory listings and the lettering of doors.

Telephone Directory Listings:

Where more than one Division of the Livestock Branch is located in a city and at different locations, telephone listings should show the name of the Division as well as the Branch. For example:

Agriculture, Department of
Agricultural Marketing Administration
Livestock Branch, Insecticide
Livestock Branch, Market News and Grading
Livestock Branch, Packers and Stockyards

If, however, several Divisions are in the same building and use the same telephone facilities, the listing of Livestock Branch only will be sufficient.

The Packers and Stockyards Division has three offices in Kansas City, Missouri. Since the activities differ and the offices are located in different buildings, each office of that Division should be listed separately according to its activity. For example:

Agriculture, Department of
Agricultural Marketing Administration
Livestock Branch, Packers and Stockyards(Accounting)
Livestock Branch, Packers and Stockyards(Supervision)
Livestock Branch, Packers and Stockyards(Valuation)

Lettering of Doors:

The general procedure outlined in Operational Instructions No. 1 will be followed with the exception that the name of the Division should appear immediately following the name of the Branch. For example:

U. S. Department of Agriculture
Agricultural Marketing Administration
Livestock Branch
Market News and Grading

Office Services Section No. 1

A. D. Conklin

Reserve

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING ADMINISTRATION
Washington, D. C.

LIVESTOCK BRANCH
Memorandum No. 4

May 4, 1942

To: Divisions of the Livestock Branch
From: R. D. Conklin, In Charge, Office Services Section
Subject: Use of Long Distance Telephone Services

Administrator's Memorandum No. 10 issued under date of April 29, 1942 which has been distributed to all field offices of the Livestock Branch is self-explanatory and it is requested that instructions contained therein be fully complied with. Inasmuch as we must submit a report at the end of April and at the end of each subsequent month thereafter until further notice each field office should forward to me immediately a statement indicating the number of long distance calls, the total cost thereof and the purpose for which made for the month of April. The report for subsequent months should be forwarded within 3 days after the end of each subsequent month.

R. D. Conklin

Office Services Section No. 2

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING ADMINISTRATION
Washington, D. C.

Reserve

LIVESTOCK BRANCH
Memorandum No. 5

May 29, 1942

TO: Divisions of the Livestock Branch

FROM: R. D. Conklin, In Charge, Office Services Section

SUBJECT: Stock Items Of Office Supplies Covered by WPB General Limitation
Order L-73

The War Production Board has issued instructions in connection with the economy and use of office supplies and General Limitation L-73 include certain items which are purchased by all offices of this Branch. These items are listed below:

Group I

Staples

Group II

Bases:

Paper-fastener	Heads, perforator
Perforator	Machines, paper-fastening
Clamps	Perforators
Clips	Pins
Cutters, pencil-sharpener	Punches
Eyelets	Sharpeners, pencil
Fasteners	Tacks, thumb

Group III

Cans, oil	
Files, board	Removers, staple
Holders, label	Ribbons
Indexes	Rulers
Protectors, pencil-point	Stands, calendar

In the event it becomes necessary to order any such supplies it will be necessary to attach to the requisition a certificate reading as follows:

"The quantities of those items listed herein which are covered by General Limitation Order L-73 are essential to meet the supply requirements of this office for a period of not in excess of 60 days, and present stocks of these items within the jurisdiction of this office represent approximately a _____ days' supply."

R. D. Conklin

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING ADMINISTRATION
Washington, D. C.

LIVESTOCK BRANCH
Memorandum No. 6

May 29, 1942

TO: Divisions of the Livestock Branch
FROM: R. D. Conklin, In Charge, Office Services Section
SUBJECT: Use of Office Machines

Field offices of the Livestock Branch were recently requested to furnish certain information with reference to use of typewriters. We are now in receipt of a Memorandum requesting additional information on all typewriters as well as adding and calculating machines.

In view of these instructions it is necessary that we secure more definite information. Will you please forward to this office at your earliest convenience the following information:

Typewriters

Make, serial number, length of carriage, type (elite, micro-gothic, etc.) percentage of time actually used, condition of machine, whether machine is used by typist, stenographers, or other employees, typewriters available for immediate transfer.

Adding and Calculating Machines

Make, model, serial number, percentage of time used, detailed description of work performed and list of machines available for immediate transfer.

R. D. Conklin

Office Services Section No. 4

Reserve

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

LIVESTOCK BRANCH
Memorandum No. 7

September 22, 1942

To: Divisions of the Livestock Branch

From: R. D. Conklin, Senior Administrative Assistant, Livestock Branch

Subject: Collateral for Travel Advance Funds

The Central Accounting Office is in receipt of a circular from the Treasury Department advising that Paragraph 8, Circular No. 369, First Revision of February 1, 1929, authorizing the use of funds to the credit of an employee in the Civil Service Retirement and Disability Fund as security for travel advance funds, is revoked and no further advances shall be made upon such security. Funds previously advanced on the pledged security of retirement deductions shall be returned as promptly as practicable or secured by a bond.

These regulations will undoubtedly affect many employees who are in travel status, but little difficulty will be experienced if the employees take immediate steps to obtain travel subsistence bonds, otherwise it will be necessary for the Accounting Office to make demand on each one failing to do so for the repayment of his outstanding advance or to take such other steps as may be necessary to effect prompt compliance with the Treasury Department's ruling.

Bonds should be in the amounts \$1,000 each and obtained from sureties acceptable to the Treasury Department. The standard annual premium for such a bond is \$5.00, payable in advance, by the employee and the employee should submit with his bond, a receipt covering the first year's premium. Employees desiring to take out such bonds should advise this office immediately and we will forward the necessary forms.

R. D. Conklin

Reserve

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

LIVESTOCK BRANCH
Memorandum No. 8

October 16, 1942

To: Washington and Field Employees of the Livestock Branch,
Agricultural Marketing Administration

From: H. E. Reed, Chief, Livestock Branch

Subject: Cooperation with Regional Administrators of the
Agricultural Marketing Administration

The Administrator has established a field organization of the Agricultural Marketing Administration consisting of seven regions with a Regional Administrator designated for each region. Authority in several fields has been delegated to the Regional Administrators. Supplement I to Administrator's Memorandum No. 2, dated August 31, 1942, established the field organization, and additional supplements contained the delegations of authority.

Every member of the Livestock Branch in Washington and in the field should read these and any other memoranda which may come later. Some of the provisions may affect the operations of field offices of this Branch. The fullest cooperation with the Regional Administrators is necessary. Some confusion or misunderstanding may arise from changes in the type of our organization, but we can help make the plan work from the start if we do not permit minor points or inconveniences to be magnified out of proportion to their importance. Making the regional plan operate smoothly and successfully from the start will be a real contribution to the work of the Livestock Branch, the Agricultural Marketing Administration, and the Department of Agriculture. Each of you should give the fullest cooperation to the Regional Administrator for the region in which you are located, or which is involved in your work.

H. E. Reed

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

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LIVESTOCK BRANCH
Memorandum No. 9

October 22, 1942

To: Divisions of the Livestock Branch

From: R. D. Conklin, Senior Administrative Assistant,
Livestock Branch

Subject: Communications

The Communications and Records Section of the Administrative Services Division has been receiving a considerable number of communications, each of which covers a variety of unrelated subjects. This, no doubt, is due to a desire to conserve paper wherever necessary. However, the necessity of preparing cross-references to cover each subject in the Communications and Records Section offsets any original savings of paper.

It will be greatly appreciated by that Section if all employees responsible for the preparation of correspondence will confine each communication to a single subject.

R. D. Conklin

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

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LIVESTOCK BRANCH
Memorandum No. 10

October 22, 1942

To: Divisions of Livestock Branch.

From: R. D. Conklin, Senior Administrative Assistant,
Livestock Branch

Subject: Area Agricultural Equipment Committees

Secretary's Memorandum No. 996, Supplement 4, requests that each agency of the Department appoint a field representative to an Area Agricultural Equipment Committee. These committees are being established in certain geographical areas designated by the Secretary. In order to meet this request the Assistants to the several Regional Administrators of the Agricultural Marketing Administration have been designated as members of these committees. The duties of the committees will be to assist the Department Equipment Conservator in the performance of the following functions:

1. The effectuation of the policies enunciated in Secretary's Memorandum No. 996, Supplement 1, dated April 10, 1942, Plant and Operations Circular No. 82, dated August 4, 1942, and such other related policies as have heretofore been, or may hereafter be, promulgated.
2. The development of an area transportation program to meet the vital needs of the Department whereby our equipment and rubber may be utilized in the most effective way and with the objective of proper conservation practices and cooperative travel wherever possible.
3. The vigorous prosecution of the Department's salvage program as it pertains to official supplies, materials and equipment.
4. The active prosecution of a records disposal program whereby we may release file equipment badly needed for more vital use.

In order that the several representatives on these committees may make the greatest contribution possible to the work of the committee, it is requested that all field stations cooperate to the fullest possible measure with the committee representative in supplying such information as he may be required to secure in following out his duties in this connection.

R. D. Conklin

